

CHAPTER 5. PROGRAMMING AND ACQUISITION

I. INTRODUCTION

A. SCOPE

This Chapter establishes policy, assigns responsibilities, and promulgates procedures for determining family housing requirements for the programming and acquisition of Navy family housing.

B. POLICY

1. The Navy will rely on the local community as the primary source of suitable housing for Navy families.

2. The acquisition of family housing will be programmed when the private community cannot fulfill the Field Activity housing requirement.

3. The family housing requirements survey will be the basis for developing and supporting family housing acquisition programs.

C. REFERENCES

1. NAVFACINST 11101.91: "Survey of Family and Unaccompanied Personnel Housing Requirements"

2. NAVFACINST 11101.92: "Acquisition of Existing Family Housing in Lieu of Construction"

D. SUMMARY

This Chapter is organized into the four topical areas summarized below:

1. Responsibilities. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) conducts the family housing survey to determine Navy family housing requirements and formulates acquisition programs to meet these requirements. The Engineering Field Divisions (EFD's) provide staff support to area representatives for developing programming recommendations. The Field Activities participate in the conduct of the survey, discuss the military housing need with local community leaders, and recommend acquisition projects to meet local requirements.

2. Family Housing Survey. The family housing survey is the basis for determining family housing requirements and for developing and supporting acquisition programs. The scope and tabulation of this survey are discussed in this section.

3. Programming. Programming will be considered at locations where the family housing survey demonstrates a requirement for housing. This section provides guidance on developing program recommendations.

4. Acquisition. The methods of acquiring family housing and the required supporting documents are discussed in this section.

II. RESPONSIBILITIES

A. THE COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

COMNAVFACENGCOM is responsible for conducting the family housing survey to determine Navy family housing requirements. In fulfilling this responsibility, COMNAVFACENGCOM will:

1. Develop and promulgate instructions and guidelines, and provide technical support to area representatives, EFD's, and Field Activities.
2. Formulate, recommend, and justify acquisition programs to meet family housing requirements.
3. Publish the maximum allowable housing cost (MAHC), as computed by the office of the Secretary of Defense (OSD), prior to the "as of" date of the family housing survey.

B. ENGINEERING FIELD DIVISIONS

EFD's are responsible for providing technical staff support to area representatives for programming recommendations and for providing amplifying instructions and technical assistance to Field Activities in matters pertaining to the acquisition of family housing.

C. FIELD ACTIVITIES

Field activities are responsible for participating in the conduct of the family housing survey, ensuring the accuracy of the local input, inspecting private rentals reported as inadequate by survey respondents, recommending acquisition projects, and maintaining liaison with the local community and other Government agencies to inform them of military housing needs.

III. FAMILY HOUSING SURVEY

The family housing survey is the basis for determining family housing requirements and for developing and supporting acquisition programs. Information gathered in the survey is used in producing the following reports, DD Form 1377 (Tabulation of Family Housing Survey), DD Form 1378 (Determination of Housing Requirements and Project Composition), and DD Form 1379 (Narrative on Family Housing), which are forwarded to OSD in support of recommended family housing projects. Detailed guidance on the conduct of the family and the unaccompanied personnel housing surveys is contained in NAVFACINST 11101.91.

A. BASE LOADING

The base loading system comprises a series of automated reports which are

used to generate the current and projected personnel strengths. Current personnel strengths are obtained from an extract of the Naval Military Personnel Command master file on all Navy officers and enlisted personnel. Projected personnel strengths are extracted from the manpower and personnel management information system (MAPMIS).

During the survey process, Field Activities may request changes to the MAPMIS extract, but such changes must be submitted with adequate justification to the Chief of Naval Operations (CNO) for approval. Manpower authorization documents held at the Field Activity cannot be used as justification to request changes in the MAPMIS extract. Only the changes approved by CNO are incorporated in the base loading system.

B. FAMILY HOUSING QUESTIONNAIRE, DD FORM 1376

The Family Housing Questionnaire is the primary tool for obtaining specific information on the adequacy of occupied community assets and specific requirements by bedroom. At locations having less than 1,000 families, questionnaires are distributed to all military personnel with dependents. At locations having more than 1,000 families, the sample method survey (SAMS) is utilized. Through this method, personnel are randomly selected by pay grade group to complete a questionnaire. These responses are then extrapolated to the total number of military personnel with dependents within the area surveyed.

C. COMMUNITY ASSETS

Private assets are either housing units in the community occupied by Department of Defense (DOD) personnel through private arrangements of vacant suitable units available for occupancy by DOD personnel. Suitable community housing assets are those dwelling units which are safe, decent, and sanitary; available without discrimination; and which meet the prescribed criteria.

1. Identification of Suitable Community Assets. Suitable private community assets are identified in the following manner:

a. Existing rental units, including mobile homes, which are occupied by military personnel on a nondiscriminatory basis, are counted as assets when they are classified by the occupant as suitable and when the unit is not beyond the commuting distance.

b. Rental units, even though classified as unsuitable by the occupants, are inspected and counted as assets if they meet the adequacy criteria.

c. A portion of the existing vacant rental units (excluding efficiencies), based on the ratio of military households to the total households in the commuting area meeting the criteria for adequacy, are also counted as assets, if the units are definitely available to military tenants without discrimination against or restriction of children. If a lease of more than 1 month is required, it must contain a suitable transfer clause.

d. A portion, based on the ratio of military households to the

total households in the commuting area of the rental units which are under construction or are firmly planned, is counted as assets, provided such units meet conditions set forth for existing rental units.

e. All owner-occupied units are counted as assets unless the occupant was forced to buy housing in order to prevent family separation and the occupant also declares the housing to be unsuitable.

f. Vacant housing units which are for sale not counted as assets.

2. Suitability Criteria for Community Assets. The following criteria are used to rate the suitability of community assets which are vacant or classified as unsatisfactory by the occupant. Housing declared suitable by the occupant is considered suitable, even though it may not meet these criteria.

a. Cost. Since costs for survey purposes are determined on the basis of questionnaire responses, community housing is considered suitable when the amount of rent including all utilities (except telephone), or the mortgage payment, including taxes and insurance, plus maintenance and all utilities (except telephone), is less than MAHC for the service member. In foreign countries and other locations where a station housing allowance is in effect, the allowance will be added to the MAHC. The MAHC is computed by OSD for each pay grade and published annually by COMNAVFACENGCOM just prior to the "as of" date for the family housing requirements survey. Station housing allowances are published in the Joint Travel Regulations (JTR).

b. Commuting Distance. When commuting time by privately owned vehicle between the administrative area of the member's duty station and the residence is 1 hour or less during rush hours, the unit is considered suitable for survey purposes. Any exception to this criterion must be approved by the Secretary of the Navy.

c. Condition. To be considered suitable, each unit surveyed in the community must be a complete dwelling unit with private entrance, bath, and kitchen for the sole use of the occupants and so arranged that the kitchen and each bedroom can be entered without passing through another bedroom. The units must be well constructed and in a good state of repair, with the heating equipment, stove, and refrigerator provided or available on a rental basis. The unit must be located in a residential area which meets acceptable standards for health and sanitation and which is not subject to offensive fumes, industrial noises, or other objectionable features.

d. Bedroom Requirements. Bedroom requirements for suitable housing are as follows:

(1) No child should share a bedroom with a parent.

(2) Not more than two children should share a bedroom.

(3) A child 6 years old or older should not share a bedroom with a child of the opposite sex.

(4) A dependent 10 years old or older (excluding spouse) is entitled to a separate bedroom.

D. MILITARY ASSETS

Military assets are housing units that the Government owns, leases, or for which the Government otherwise serves as landlord. Military assets will be counted in the family housing survey in the following manner:

1. All military assets, including unacquired Wherry units, which are reported in the semiannual inventory reports, should also be reported in the family housing survey.

2. The report of military assets will reflect both the designation and occupancy as to grade.

3. Military assets, which are declared inadequate but which are occupied by eligible personnel, are counted as adequate for survey purposes.

4. Long-range housing requirements will be reduced by the number of military assets which are approved or under contract but for which construction has not been completed.

E. TABULATION OF THE FAMILY HOUSING SURVEY

Gross housing requirements are comprised only of personnel who draw basic allowance for quarters (BAQ) for dependency reasons and are commissioned officers, warrant officers, or enlisted personnel in pay grades E-4 through E-9.

1. Categories of Personnel. Personnel must be included in one of the following categories to be counted as a housing requirement:

a. Permanent party personnel, including personnel assigned to tenant activities of other services, fleet personnel homeported in the area, and home-based air squadron personnel.

b. Permanent change of station (PCS) students assigned to courses of 20 weeks or more.

c. Key civilian personnel who should reside on the installation because of the essential nature of their jobs and because local community housing is not available. In foreign countries, U.S. nationals employed by the Navy may be included if certified by the installation command as essential. For the purpose of determining requirements, civilian employees are considered equivalent to military grades in accordance with the table of equivalency as shown in NAVFACINST 11101.91.

d. A member indicating separation from the family because housing was not available is tabulated as being involuntarily separated.

2. Exclusions. Separated personnel are classified as either voluntarily or involuntarily separated, depending on their questionnaire responses. Members

indicating their families are not with them for other reasons are classified as voluntarily separated and are not included in the housing requirement.

Enlisted personnel in pay grades E-1, E-2, and E-3 are not considered in the calculation of requirements. However, for statistical purposes, these personnel are included in the family housing survey if they are authorized BAQ for dependency reasons. Short-term students, temporary duty personnel, transients, and hospital patients from other Field Activities are not considered.

3. Marriage Factors. The marriage factor is used to determine the percentage of personnel by pay grade at a Field Activity who are married. For projecting long-range requirements OSD has directed that marital percentages be based on 3-year averages at the specific Field Activity or housing complex where the survey is being conducted. Waivers from this procedure may be granted by COMNAVFACENGCOM where exceptional circumstances exist.

4. Bedroom Composition. Family housing requirements are based on the number of bedrooms required as well as the total number of units needed. Projected bedroom requirements at the Field Activity reflected on DD Form 1378 are based on percentages computed from the Navy worldwide summary of current bedroom requirements shown on DD Form 1377.

IV. PROGRAMMING

An objective of the family housing program is to ensure that all service members with dependents are adequately housed. When this objective is not being met, it is incumbent upon the Field Activity to determine the requirement and recommend projects to correct demonstrated deficits. Once the family housing deficit has been established, the following areas should be considered in developing programming recommendations.

Programming will be considered at locations where the family housing survey demonstrates that the total number of available adequate assets, military and private, is less than 90 percent of the housing requirement at Field Activities in the United States and possessions and less than 80 percent at Field Activities in foreign countries. At new or reactivated Field Activities family housing will be programmed coincident with the anticipated arrival of large groups of personnel.

A. PROGRAM COMPOSITION

The type and amount of housing to be programmed for each Field Activity or housing complex will be governed by the lowest predictable strength levels to be maintained, adequacy of existing community and military housing assets, impact of new military housing on the local economy, environment, community services, and predictable changes in availability of adequate private housing. Selection of program composition will also be dependent on the duration and level of need as described below:

1. Long-range. The need is for a minimum of 5 years, with no foreseeable reduction thereafter.

2. Uncertain Duration. The need is for a minimum of 5 years, with duration thereafter unpredictable.

3. Short-range. The need is for less than 5 years.

4. Terminal. The balance remaining when the total of the predictable and present military and private assets meet no less than 80 percent of the requirement.

B. PROGRAM ANALYSIS AND PRIORITIES

The programming of Government housing requires the evaluation of the housing requirements survey and an analysis of statistical data reflecting conditions in the community. Where several projects are being proposed, this analysis will assist in setting priorities and justifying the program. Although limited resources may prohibit extensive data collection, local planning agencies and other Government agencies often have publications which contain this information. The following are considerations in setting priorities in programming the acquisition of Government housing.

1. Location. Programming priority should be given to areas determined by market analyses to be least vulnerable to local market trends and possible increases in available adequate private housing.

2. Permanent Party Strength Comparisons. The more immediate requirements for Government housing should generally receive programming priority over requirements that have been based solely on projected personnel increases.

3. Housing Market Trends. A knowledge of housing market trends in the commuting area of the Field Activity is helpful in improving the reliability of forecasting the capacity of an area to respond to Navy's housing needs. Trends to be considered in analyzing a housing market include, but are not limited to, the following:

- a. Community housing inventory and population
- b. Vacancy factors (rental and sale housing)
- c. Community attitudes and local Government plans and regulations (e.g., plans that would either provide incentives or restrict local housing development)
- d. Conversions of rental housing to condominiums
- e. Industrial plans (expansion, relocations, and so forth)

C. ACQUISITION CYCLE

Projects for the acquisition of family housing units are included in the annual program presented to the Congress by the Department of Defense. Survey documents are required to support all phases of the acquisition cycle. Projects authorized by Congress require certification that the acquisition is consistent

with long-range military strengths and deployment and conforms with current family housing programming criteria prior to execution. The construction cycle comprises 4 phases: the preliminary phase, during which the determination of need is made and the survey is conducted; the programming phase, during which project documents and plans are created; the legislative phase, during which project approvals are obtained; and the execution phase, during which construction is accomplished and units are made available for occupancy. Figure 5-1 illustrates the family housing construction cycle.

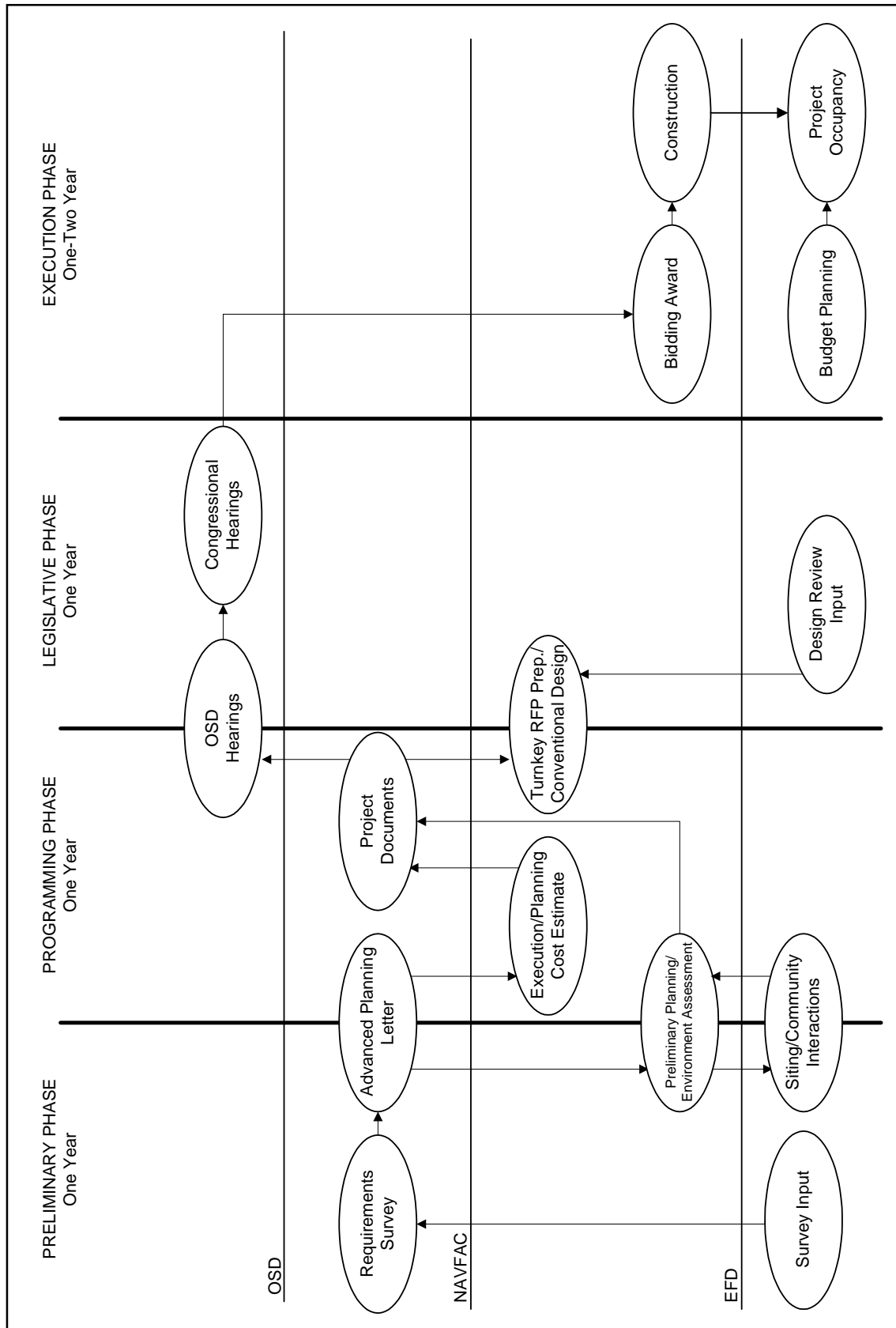


FIGURE 5-1
Family Housing Construction Cycle

V. ACQUISITION

The Navy relies on the local community as the primary source of suitable housing for Navy families. Communities near Navy Field Activities must be apprised of projected military housing needs if they are to assist in meeting these needs. This can be accomplished by holding regular discussions with local government officials, chambers of commerce, real estate boards, and home builder associations. Programming deficits determined by the family housing survey may be discussed; however, specific program recommendations will not be discussed until the annual legislative program has been approved by Congress.

Current legislation requires that the Department of Housing and Urban Development (HUD) be consulted on the need for a proposed family housing construction project in an approved program. The local HUD field office generally has current data on the availability of family housing, enabling the field office to agree with the need for the project without further investigation. There may be instances, however, when HUD concurrence will be withheld pending an analysis of the housing market. In such cases, the Navy will give full cooperation to HUD in order to obtain an unbiased evaluation of the military housing needs.

A. TYPES OF ACQUISITION PROGRAMS

The principal methods of acquiring family housing units are outlined below:

1. Construction. Projects for the construction of units will normally not be considered if less than 50 units are required. However, isolated locations will be given every consideration regardless of the size of the requirement. Construction projects normally will be limited to 500 units. In addition, project submissions will reflect the requirements by pay grade categories.

Construction may be accomplished either by conventional or turnkey methods. Conventional construction involves the use of in-house effort or contract architect-engineer services for the planning and design of a construction project. On the basis of the approved plans and specifications, bids are solicited and a contract is awarded for the new construction. The turnkey method provides for the solicitation of proposals from contractors based on the requirements for housing and design criteria. Based on a review of the plans that are submitted, an award is made and the contractor then undertakes the execution of the project. Upon satisfactory completion, the units are turned over to the Navy.

2. Purchase of Existing Housing. When a construction program is authorized by Congress, existing private sector housing (for projects of 50 units or more) may be acquired in lieu of construction if OSD determines it is in the best interest of the Government to do so. NAVFACINST 11101.92 provides detailed procedures for acquiring existing family housing in lieu of construction.

3. Leasing of Existing Units. Leasing of existing units will be considered in accordance with Chapter 7 of this Manual.

4. Lease Construction. Programming for lease construction may be considered for overseas areas in accordance with the provisions of Chapter 7 of this Manual.

5. Transfer of DOD Assets. Family housing assets that are excess to the needs of another military service may be transferred to a Navy Field Activity within the commuting area if a deficit exists at that location.

6. Improvement of Existing Military Quarters. Proposals for improvement projects assume a long-range commitment and will be developed in accordance with Chapter 20 of this Manual.

7. Construction of Mobile Home Parks. For consideration of mobile home park construction, the commitment must be for a minimum of 15 years. Chapter 13 of this Manual provides guidance on mobile home parks.

B. REPORTS AND RECORDS

The acquisition support subsystem of the family housing management information system (FHMIS) spans family housing and personnel support facilities programming for the Department of the Navy. The base loading portion of the subsystem provides current and projected personnel data, utilized in the development of both the family and unaccompanied personnel housing surveys and in direct support of military construction programs. In addition, the subsystem supports HUD programs, leasing programs, and improvement and disposal programs. The acquisition support subsystem produces current, projected, and consolidated personnel summaries; DD Form 1377; and DD Form 1378.

Input to the acquisition support subsystem is updated annually and includes the header data contained in the master activity general information and control system, base loading data, and DD Form 1376. Detailed guidelines for the preparation of these reports is contained in NAVFACINST 11101.91. The reports that are produced by the acquisition support subsystem and the required supporting documents for acquisition programs are discussed in the following paragraphs.

1. Current Personnel Summary. The current personnel summary indicates the actual permanent party personnel on board, as of the survey date and by pay grade category, for each Field Activity contained in the complex and subcomplex. A sample of this report is provided in Figure 5-2.

2. Projected Personnel Summary. The projected personnel summary is a classified report indicating the projected CNO approved billet authorization, by pay grade category, for each Field Activity project to be located in the complex and subcomplex at the end of 5 years. A sample report is provided in Figure 5-3.

3. Consolidated Personnel Summary. The consolidated personnel summary is an automatic update from the current and projected personnel summary reports. It reflects the total current and projected personnel strengths by Field Activity.

4. Activity-Type Summary. The activity-type summary is another automatic update from the current and projected personnel summary reports. It reflects the distribution of military personnel by organizational component types (e.g., large ship, air squadron, students, and so forth). A sample report is provided in Figure 5-4.

5. Tabulation of Family Housing Survey (DD Form 1377). The family housing survey provides data on family size and composition, adequacy of current housing, preference for housing, and summarizes current gross assets and requirements as of the survey date. A sample report is shown in Figure 5-5.

6. Determination of Housing Requirements and Project Composition (DD Form 1378). This report reflects long-range family housing requirements and assets, as well as the number and types of units proposed for projects. A sample report is shown in Figure 5-6.

7. Narrative on Family Housing (DD Form 1379). This report is used to provide a narrative description of major missions assigned to the installation; the surrounding area; off-base housing conditions in general; on-base housing conditions; and justification for additional housing. Any justification must include a report of discussions of the overall housing need with local interested groups. A sample report is shown in Figure 5-7.

8. FY 19-- Military Construction Program (DD Form 1390). This report lists the projects proposed for inclusion in the military construction program and will include requests for new authorization, funding of new authorization, and funding of prior years' authorization. A sample form is shown in Figure 5-8.

9. Military Construction Project Data (DD Form 1391). This form is used to support each project in the military construction program. It will include both new authorization projects and prior years' unfunded authorization projects in the program, as well as emergency projects using the various contingency authorizations. A sample form is shown in Figure 5-9.

10. Leasing Requirements Data (NAVFAC 11101/23). This form is used to document requests for 25 or less domestic leases. Guidance on the use of this form is provided in NAVFACINST 11101.91 and in Chapter 7 of this Manual.

FACSO REPORT SYM/NO 5040/ R9675R01				CURRENT PERSONNEL SUMMARY					RUN DATE		PAGE							
UIC/SA				EFD -														
				W1-02	03	04-05	06	07-10	TOT OFF	E1	E2-E3	E4	E5-E6	E7	E8-E9	TOT ENL	CIV	TOT PERS
1. PERMANENT PARTY PERSONNEL					1				1	2	7	1	12	3	1	26		27
2. ENT TO BAQ W/DEPENDENTS				1					1		3	1	10	3	1	18		19
3. STUDENTS 20 WKS OR MORE																		
4. ENT TO BAQ W/DEPENDENTS																		
5. STUDENTS LESS 20 WKS																		
6. TRANSIENTS																		
7. OTHER TEMPORARY																		
8. ROTATIONAL																		
9. RESERVES																		
10. TOTAL					1				1	2	7	1	12	3	1	26		27
				TOTAL KEY CIV					KEY CIV W/FAMILIES									

FIGURE 5-2
Current Personnel Summary

CONFIDENTIAL									
FACSO REPORT SYM/NO 5040/ R9675R01									
PROJECTED PERSONNEL SUMMARY									
EFD -									
UIC/SA									
W1-02									
03 04-05 06 07-10									
TOT OFF									
E1 E2-E3 E4 E5-E6 E7 E8-E9									
TOT ENL									
CIV TOT PERS									
PAGE									
1. PERMANENT PARTY PERSONNEL									
5 3 3 11 10 27 50 9 4 100 111									
2. ENT TO BAQ W/DEPENDENTS									
1 3 3 7 2 21 9 3 35 42									
3. STUDENTS 20 WKS OR MORE									
4. ENT TO BAQ W/DEPENDENTS									
5. STUDENTS LESS 20 WKS									
6. TRANSIENTS									
7. OTHER TEMPORARY									
8. ROTATIONAL									
9. RESERVES									
10. TOTAL									
5 3 3 11 10 27 50 9 4 100 111									
TOTAL KEY CIV									
KEY CIV W/FAMILIES									
THIS PAGE IS UNCLASSIFIED WHEN SEPARATED FROM THIS REPORT									
CONFIDENTIAL									

FIGURE 5-3
Projected Personnel Summary

PROJECTED PERSONNEL SUMMARY													
FACSO REPORT SYM/NO 5040/ R9685R01	ACTIVITY TYPE SUMMARY												
	-----OFFICERS-----						-----ENLISTED-----						
	TOTAL OFFICERS						TOTAL ENLISTED						
ACTIVITY TYPE PERSONNEL TYPE	W1-02	03	04-05	06	07-10		E1	E2-E3	E4	E5-E6	E7	E8-E9	PAGE
(3) HOST/TENANT													
1. PERMANENT PARTY	32	173	198	42	3	448	4	134	98	355	139	82	812
2. ENTITLED TO BAQ	16	140	188	42	3	389		27	48	293	130	81	579
(4) FLEET AIR SQUAD													
1. PERMANENT PARTY													
2. ENTITLED TO BAQ													
(5) MOBILE UNITS													
1. PERMANENT PARTY													
2. ENTITLED TO BAQ													
(6) LARGE SHIPS													
1. PERMANENT PARTY	52	20	13	1		86		448	319	381	65	19	1232
2. ENTITLED TO BAQ	24	17	12	1		54		75	110	261	62	19	527
(7) SMALL SHIPS													
1. PERMANENT PARTY	6		2			8		12	16	42	2		72
2. ENTITLED TO BAQ	3		2			5		4	5	37	2		48
(8) TWO-CREW SUBS													
1. PERMANENT PARTY													
2. ENTITLED TO BAQ													
(9) STUDENTS													
1. STU. M20 WEEKS	57	102	360	13		532							
2. ENTITLED TO BAQ	15	83	281	13		392							
3. STU. L20 WEEKS	419	17	13			449	9	10	22	9			50

FIGURE 5-4
Activity-type Summary (Sample)

TABULATION OF FAMILY HOUSING SURVEY				REPORT CONTROL SYMBOL			
DATE OF SURVEY		OFFICERS a	ELIGIBLE ENLISTED b	CIVILIANS c	SUBTOTAL (a + b + c) d	OTHER ENLISTED e	TOTAL (d + e) f
REQUIREMENTS	2 TOTAL PERSONNEL STRENGTH						
	3 PERMANENT PARTY HOUSING STRENGTH AND KEY CIVILIANS						
	4 NUMBER OF FAMILIES						
	5 HOUSING REQUIREMENTS FACTOR						
NOT LIVING WITH FAMILY IN AREA	6 NOT LIVING WITH FAMILY (TOTAL: 7 + 10)						
	7 INVOLUNTARILY SEPARATED FAMILIES						
	8 (PREFER MILITARY QUARTERS)						
	9 (PREFER PRIVATE HOUSING)						
LIVING WITH FAMILY IN AREA SUMMARY OF OCCUPIED HOUSING BY TYPE AND PREFERENCE	10 VOLUNTARILY SEPARATED FAMILIES						
	11 LIVING WITH FAMILY IN AREA (TOTAL: 12 + 19)						
	12 SUITABLY HOUSED (SUBTOTAL: 13 + 16)						
	13 IN MILITARY CONTROLLED HOUSING						
	14 (PREFER RENTING OFF POST)						
	15 (PREFER OWNING OFF POST)						
	16 IN PRIVATE HOUSING						
	17 (PREFER MILITARY QUARTERS)						
	18 (PREFER RENTING OFF POST)						
	19 UNSUITABLY HOUSED (SUBTOTAL: 20 + 23)						
	20 IN MILITARY CONTROLLED HOUSING						
	21 (PREFER RENTING OFF POST)						
	22 (PREFER OWNING OFF POST)						
	23 IN PRIVATE HOUSING (SUBTOTAL: 24 + 28)						
	24 (PREFER MILITARY QUARTERS)						
	25 (PREFER RENTING OFF POST)						
	26 EXCESS DISTANCE						
	27 SUBSTANDARD						
	28 EXCESS COST ONLY (Only MAHC)						
	29 LESS THAN \$5						
	30 \$5 TO \$10						
	31 \$10 TO \$25						
	32 \$25 TO \$50						
	33 \$50 AND MORE						
HOUSING OCCUPIED IN AREA OWNED	34 IN OWNER OCCUPIED HOUSES (TOTAL: 35 + 36)						
	35 SUITABLE IN ALL RESPECTS						
	36 UNSUITABLE (SUBTOTAL: 37 + 39)						
	37 EXCESS DISTANCE						
	38 SUBSTANDARD						
	39 EXCESS COST ONLY						
	40 IN OWNER OCCUPIED TRAILERS (TOTAL: 41 + 42)						
	41 SUITABLE IN ALL RESPECTS (ON POST)						
	42 UNSUITABLE (SUBTOTAL: 43 + 45) (ON POST)						
	43 EXCESS DISTANCE						
	44 SUBSTANDARD (ON POST)						
	45 EXCESS COST ONLY (ON POST)						
	46 IN RENTED HOUSING OFF POST (TOTAL: 47 + 48)						
	47 SUITABLE IN ALL RESPECTS						
	48 UNSUITABLE (SUBTOTAL: 49 + 51)						
	49 EXCESS DISTANCE						
	50 SUBSTANDARD						
	51 EXCESS COST ONLY						
	52 IN MILITARY CONTROLLED HOUSING (TOTAL: 53 + 57)						
	53 ADEQUATE AS PUBLIC QUARTERS (VACANT)						
	54 MILITARY OWNED (VACANT)						
	55 MILITARY LEASED (VACANT)						
	56 MILITARY SPONSORED (VACANT)						
	57 INADEQUATE AS PUBLIC QUARTERS (VACANT)						
58 VACANT HOUSING (TOTAL: 59 + 61)							
59 PRIVATE RENTAL HOUSING							
60 FHA AND VA HELD RENTAL HOUSING							
61 MILITARY HOUSING ADEQUATE AS PUBLIC QUARTERS							
62 NUMBER OF UNSUITABLE UNITS INSPECTED							
63 NUMBER OF INSPECTED UNITS RECLASSIFIED							
64 ADJUSTMENT FACTORS							
65 NAME AND LOCATION OF INSTALLATION:							

DD FORM 1377
1 SEP 70

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Page 1 of 2 Pages

FIGURE 5-5 (Front)
Tabulation of Family Housing Survey (Sample)

**INSTRUCTIONS FOR PREPARING
TABULATION OF FAMILY HOUSING SURVEY - DD FORM 1377**

GENERAL INSTRUCTIONS

This Tabulation of Family Housing Survey will be prepared in two steps.

1. PRELIMINARY TABULATION: This will consist of a simple counting and tabulating of the questionnaires and, in certain cases, vacant housing units. Questionnaires must be available for all personnel occupying military-controlled housing. Questionnaires for personnel occupying nonmilitary-controlled housing must be correctly classified on the basis of field inspection of unsuitable units. (See Instructions for Processing Questionnaire on Family Housing, DD Form 1376.)

2. FINAL TABULATION: This will consist of applying adjustment factors to specified lines of the Preliminary Tabulation to expand the survey findings to reflect 100 percent of the gross family housing requirements.

Entries on Lines 2 - 64 will show data in each column as follows:

- a. **OFFICERS:** Commissioned and warrant officers of all grades. (PC codes 1, 2 and 3.)
- b. **ELIGIBLE ENLISTED:** Grades E 9 through E 7 (PC code 4) plus Grades E 6 and E 5 as well as Grade E 4 with four or more years of service or with two to four years of service and a six year active duty commitment (PC code 5)
- c. **KEY CIVILIANS:** Civil Service employees who should reside on the installation because of the nature of their duty assignments. (Note that the entry on Line 2 in this column should include all Civil Service employees.) (PC codes 6 and 7.)
- d. **SUBTOTAL:** Sum of entries in Columns a, b and c.
- e. **OTHER ENLISTED:** Grades E 4 through E 1 (other than those included above). (PC code 8.)
- f. **TOTAL:** Sum of entries in Columns d and e.

Entries for the various columns in the Qualitative Analysis section, Lines 66 - 113, are prescribed under Instructions for Entries on Lines 66 - 113, below. Total and subtotal lines will include entries in accordance with the identification of line titles in the stub (except that entries on Lines 13, 16, 20 and 23 need not equal the sum of entries on the two lines immediately following) and as prescribed throughout the instructions which follow. In addition, there are certain "key" lines which must be related as follows:

1. In each column, Line 4 must be the sum of Lines 6 plus 11 in the Final Tabulation. (In the Preliminary Tabulation, Line 4 will usually be greater.)
2. In each column, Line 11 must be the sum of Lines 34 + 40 + 46 + 52.
3. In each column, Line 12 must be the sum of Lines 35 + 41 + 47 + 53.
4. In each column, Line 19 must be the sum of Lines 36 + 42 + 48 + 57.
5. In column a, Line 78 must be the sum of Lines 7 plus 11, Column a.
6. In column a, Line 90 must be the sum of Lines 7 plus 11, Column b.
7. In column a, Line 106 must be the sum of Lines 7 plus 11, Column d.
8. In column a, Line 110 must be the sum of Lines 7 plus 11, Column e.
9. In column c, Line 106 must be the sum of Lines 13 plus 61, Column f.
10. In column d, Line 78 must be the sum of Lines 16 + 59 + 60, Column a.
11. In column d, Line 90 must be the sum of Lines 16 + 59 + 60, Column b.
12. In column d, Line 106 must be the sum of Lines 16 + 59 + 60, Column d.
13. In column d, Line 110 must be the sum of Lines 16 + 59 + 60, Column e.

Identification and authentication of the Final Tabulation will be provided as follows:

1. On Lines 65 and 116, enter the name of the installation, the nearest city or town and the State.
2. On Line 115, provide the name, title and signature of the authenticating officer and the date of his signature.

INSTRUCTIONS FOR ENTRIES ON LINES 6 - 64

A. Sort all questionnaires into four personnel categories by entry in Box PC:

- Category a - Code 1, 2 and 3 (all officers, including warrant) to be tabulated in Column a.
- Category b - Code 4 and 5 (eligible enlisted) to be tabulated in Column b.
- Category c - Code 6 and 7 (key civilians) to be tabulated in Column c.
- Category e - Code 8 (ineligible enlisted) to be tabulated in Column e.

NOTE: Apply the following instructions to EACH OF THE FOUR COLUMN CATEGORIES SEPARATELY AND IN TURN.

B. Sort category into two groups by entry in Box FL:

- Group 1 - Code 1 (living with family) to be tabulated on lines 11 - 57.
- Group 2 - Code 2 (not living with family) to be tabulated on lines 6 - 10.

C. Sort Group 2 by entry in Box LP:

- Code 1 - Enter total number on Line 8.
- Code 2 - Enter total number on Line 9.
- Code 3 - Enter total number on Line 10.

D. Complete total lines.

- Line 7 - Enter sum of Line 8 plus Line 9.
- Line 6 - Enter sum of Line 7 plus Line 10; this entry must also be the total number of questionnaires in Group 2 in each column.

E. Sort Group 1 into two subgroups by entry in Box HC:

- Subgroup 1 - Code 1, 2, 3 and 4 (in private housing).
- Subgroup 2 - Code 5, 6 and 7 (in military controlled housing; a questionnaire is required for each military-controlled family housing unit which was occupied on the survey date).

F. Sort Subgroup 2 by entry in Box HS:

- Code 1 - Enter total number on Line 13 and on Line 53. Then count those with entry 2 in Box HP and enter total on Line 14 and count those with entry 3 in Box HP and enter total on Line 15. Then count those with entry 5 in Box HC and enter total on Line 54; count those with entry 6 in Box HC and enter total on Line 55; and count those with entry 7 in Box HC and enter total on Line 56. Check to be sure that the entry on Line 53 is the sum of entries on Lines 54, 55 and 56.
- Code 3 - Enter total number on Line 20 and on Line 57. Then count those with entry 2 in Box HP and enter total on Line 21 and count those with entry 3 in Box HP and enter total on Line 22.

Enter in the spaces in parentheses in the stub on Lines 53, 54, 55, 56 and 57 the number of units under military control which were vacant on the date of survey. On each line this parenthetical entry plus the entry in Column f must equal the total number of such units in the inventory as reported on DD Form 1410, Inventory and Occupancy of Military Owned and Controlled Family Housing Units.

G. Sort Subgroup 1 by entry in Box HS:

- Code 1 - Enter total number on Line 16. Then count those with entry 1 in Box HP and enter total on Line 17 and count those with entry 2 in Box HP and enter total on Line 18; do not tabulate those with entry 3 in Box HP.
- Codes 2 - 8 - Enter total number on Line 23. Then count those with entry 1 in Box HP and enter total on Line 24 and count those with entry 2 in Box HP and enter total on Line 25; do not tabulate those with entry 3 in Box HP.
- Code 2 - Enter total number on Line 26.
- Code 3 - Enter total number on Line 27.
- Codes 4 - 8 - Enter total number on Line 28.
- Code 4 - Enter total number on Line 29.
- Code 5 - Enter total number on Line 30.
- Code 6 - Enter total number on Line 31.
- Code 7 - Enter total number on Line 32.
- Code 8 - Enter total number on Line 33.

H. Re-sort Subgroup 1 by entry in Box HC:

- Code 1 - Enter total number on Line 46. Then sort further by entry in Box HS; enter total number with entry 1 on Line 47; enter total number with entry 2 through 8 on Line 48; enter total number with entry 2 on Line 49; enter total number with entry 3 on Line 50; and enter total number with entry 4 through 8 on Line 51. Finally, check to be sure that the entry on Line 48 is the sum of entries on Lines 49, 50 and 51.
- Code 2 - Enter total number on Line 34. Then sort further by entry in Box HS. Enter total number with entry 1 on Line 35; enter total number with entry 2 through 8 on Line 36; enter total number with entry 2 on Line 37; enter total number with entry 3 on Line 38; and enter total number with entry 4 through 8 on Line 39. Finally, check to be sure that the entry on Line 36 is the sum of entries on Lines 37, 38 and 39.
- Codes 3 and 4 - Enter total number on Line 40. Then sort further by entry in Box HS. Enter total number with entry 1 on Line 41; enter total number with entry 2 through 8 on Line 42; enter total number with entry 2 on Line 43; enter total number with entry 3 on Line 44; and enter total number with entry 4 through 8 on Line 45. When entry has been made on Line 41, make a note of the number of questionnaires coded 3 in Box HC.

INSTRUCTIONS FOR ENTRIES ON LINES 1 - 5

Line 1 - Enter the "as of" date of the survey.

Line 2 - TOTAL PERSONNEL STRENGTH: Enter in appropriate columns the total strength as shown in the "morning report(s)" for the installation on the "as of" date of the survey. Report all personnel of the Service which controls the installation as well as all personnel of tenant units of other Services, including fleet personnel, students, transients, rotationals, hospital patients and personnel absent on temporary duty. Under Civilians, report total Civil Service employees at the installation, but not employees of contractors or other non-military enterprises on the installation.

Line 3 - PERMANENT PARTY HOUSING STRENGTH: Enter in appropriate columns the total number of male personnel assigned on the "as of" date of the survey on permanent change of station orders, including students assigned to courses of 20 or more weeks and PCS personnel of tenant units of other Services. Under Civilians report only those key civilians who should reside on the installation because of the essential nature of their duties.

Line 4 - NUMBER OF FAMILIES: Enter in appropriate columns the number of those military personnel reported in Permanent Party Housing Strength on Line 3 who are entitled to draw Basic Allowance for Quarters for dependency reasons. Under Civilians enter the number of those reported on Line 3 who support dependents as members of their immediate families. (These entries will be obtained or coordinated with personnel pay records, as will the entries on Lines 2 and 3, and therefore will always be equal to or greater than the number of questionnaires obtained in the survey.)

Line 5 - HOUSING REQUIREMENTS FACTOR: Each entry on Line 4 divided by corresponding entry on Line 3, expressed as percent to the nearest tenth of one percent.

FIGURE 5-5 (Inside Front)
Tabulation of Family Housing Survey (Sample)

TABULATION OF FAMILY HOUSING SURVEY						
	EFFECTIVE REQUIREMENTS		SUITABLE HOUSING			DEFICIT (a - e) f
	NUMBER a	PERCENT b	MIL. CONTROL c	OFF POST d	TOTAL (c + d) e	
66 O 10 THROUGH O 6		%				
67 1 OR 2 BEDROOMS		%				
68 3 BEDROOMS		%				
69 4 OR MORE BEDROOMS		%				
70 O 5 AND O 4		%				
71 1 OR 2 BEDROOMS		%				
72 3 BEDROOMS		%				
73 4 OR MORE BEDROOMS		%				
74 O 3 THROUGH O 1 AND W 4 THROUGH W 1		%				
75 1 OR 2 BEDROOMS		%				
76 3 BEDROOMS		%				
77 4 OR MORE BEDROOMS		%				
78 ALL OFFICER GRADES (TOTAL: 66 + 70 + 74)		%				
79 1 OR 2 BEDROOMS		%				
80 3 BEDROOMS		%				
81 4 OR MORE BEDROOMS		%				
82 E 3 THROUGH E 7		%				
83 1 OR 2 BEDROOMS		%				
84 3 BEDROOMS		%				
85 4 OR MORE BEDROOMS		%				
86 E 6 THROUGH E 4 (Eligible)		%				
87 1 OR 2 BEDROOMS		%				
88 3 BEDROOMS		%				
89 4 OR MORE BEDROOMS		%				
90 ALL ELIGIBLE ENLISTED (TOTAL: 82 + 86)		%				
91 1 OR 2 BEDROOMS		%				
92 3 BEDROOMS		%				
93 4 OR MORE BEDROOMS		%				
94 ALL ELIGIBLE MILITARY (TOTAL: 78 + 90)		%				
95 1 OR 2 BEDROOMS		%				
96 3 BEDROOMS		%				
97 4 OR MORE BEDROOMS		%				
98 KEY CIVILIANS - D EQUIVALENT		%				
99 1 OR 2 BEDROOMS		%				
100 3 BEDROOMS		%				
101 4 OR MORE BEDROOMS		%				
102 KEY CIVILIANS - E EQUIVALENT		%				
103 1 OR 2 BEDROOMS		%				
104 3 BEDROOMS		%				
105 4 OR MORE BEDROOMS		%				
106 ALL ELIGIBLE CATEGORIES (TOTAL: 93 + 98 + 102)		100.0				
107 1 OR 2 BEDROOMS		%				
108 3 BEDROOMS		%				
109 4 OR MORE BEDROOMS		%				
110 E 4 (Ineligible) THROUGH E-1		100.0%				
111 1 OR 2 BEDROOMS		%				
112 3 BEDROOMS		%				
113 4 OR MORE BEDROOMS		%				
114 REMARKS						
115 AUTHENTICATION	NAME AND TITLE (Typed or Stamped)		SIGNATURE		DATE	
116 NAME AND LOCATION OF INSTALLATION						

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FIGURE 5-5 (Inside Back)
Tabulation of Family Housing Survey (Sample)

similarly, make notes for entries on Lines 42, 44 and 45. Then for each of these four lines, accumulate the noted figures on entries in Columns a, b, c and e and enter the sum in the space in parentheses in the stub. The sum of the stub entries on these four lines should equal the number of owned trailers in on-post trailer parks.

I. The number of vacant units not under military control which are determined to be suitable for occupancy by military families will be entered on Lines 59 and 60. The source of information for these entries will be the Summaries of Available Vacant Rental Housing prepared pursuant to the directions contained in Instructions for Processing, Questionnaire on Family Housing, DD Form 1376. Entries for Line 59 will be obtained from the summaries of listings in the military-sponsored housing office (Military Housing Listings) and of other listings developed from multiple listing service, realtors or newspapers (Non Government Listings). Entries for Line 60 will be obtained from the summary on FHA and VA listings, if any. The total number of vacant units, regardless of size, suitable for officers will be entered in Column a and for enlisted men in Column b. On Line 59, entries of zero in both columns will not be acceptable except under most unusual circumstances and must be fully explained under 114. REMARKS. Entries of zero on Line 60 must be explained under 114. REMARKS.

The number of vacant ADEQUATE military units, including owned, leased and sponsored will be obtained from installation housing office records and will be entered in Columns a, b and c, as appropriate, on Line 61. The entry in Column d on this line must equal the entry in the stub on Line 53.

The sum of entries on Lines 59, 60 and 61 will be entered in appropriate columns on Line 58.

J. Entries on Lines 62 and 63 will be made from records of the inspection of unsuitable occupied units developed pursuant to instructions contained in Instructions for Processing, Questionnaire on Family Housing, DD Form 1376, or from special count of the questionnaires representing unsuitable units which were inspected. The number of units which were inspected will be entered on Line 62 in various columns, as appropriate. Similarly, the number of inspected unsuitable units which were reclassified to suitable will be entered on Line 63.

K. Entries on Line 64 will not be required on the Preliminary Tabulation. Therefore, see instructions below for preparing the Final Tabulation.

INSTRUCTIONS FOR ENTRIES ON LINES 66 - 113

In this Qualitative Analysis of Requirements and Assets section, all questionnaires for personnel whose families live with them (Line 11) or who are involuntarily separated from their families (Line 7) and all existing suitable housing assets, both military-controlled and private, both occupied and vacant (Lines 13 and 61 and Lines 16, 59 and 60), will be accounted for. Entries on Lines 66 - 77, 82 - 89, 98 - 105 and 110 - 113 will be obtained from the questionnaires and from other sources as prescribed below; entries on Lines 78 - 81, 90 - 93, 94 - 97 and 106 - 109, which are totals, will be computed from preceding entries as follows:

- Line 78 - sum of entries on Lines 66, 70 and 74.
- Line 79 - sum of entries on Lines 67, 71 and 75.
- Line 80 - sum of entries on Lines 68, 72 and 76.
- Line 81 - sum of entries on Lines 69, 73 and 77.
- Line 90 - sum of entries on Lines 82 and 86.
- Line 91 - sum of entries on Lines 83 and 87.
- Line 92 - sum of entries on Lines 84 and 88.
- Line 93 - sum of entries on Lines 85 and 89.
- Line 94 - sum of entries on Lines 78 and 90.
- Line 95 - sum of entries on Lines 79 and 91.
- Line 96 - sum of entries on Lines 80 and 92.
- Line 97 - sum of entries on Lines 81 and 93.
- Line 106 - sum of entries on Lines 94, 98 and 102.
- Line 107 - sum of entries on Lines 95, 99 and 103.
- Line 108 - sum of entries on Lines 96, 100 and 104.
- Line 109 - sum of entries on Lines 97, 101 and 105.

a. **EFFECTIVE REQUIREMENTS - NUMBER:** Involves all personnel whose families live with them (Line 11) or who are involuntarily separated from their families (Line 7). In this preliminary tabulation, two entries will be obtained from questionnaires as prescribed below.

b. **EFFECTIVE REQUIREMENTS - PERCENT:** Entries will be computed for Lines 66 - 105 and 107 - 109, entry in Column a divided by entry on Line 106 in Column a, expressed as percent to nearest tenth of one percent. For Lines 111 - 113, entry in Column a divided by entry on Line 110 in Column a, expressed as percent to nearest tenth of one percent. (Not required in Preliminary Tabulation.)

c. **SUITABLE HOUSING - MILITARY CONTROL:** Involves all adequate military owned, leased and sponsored units, including units occupied by both eligible and ineligible personnel as well as vacant units; entries will be obtained from housing records to reflect, regardless of occupancy at the time of survey, all units by designated personnel category and by number of bedrooms.

d. **SUITABLE HOUSING - OFF POST:** Involves all suitable private housing units, both occupied and vacant. In this preliminary tabulation, two entries will be obtained, one from questionnaires and one from Summaries of Available Vacant Rental Housing, as prescribed below.

e. **SUITABLE HOUSING - TOTAL:** Entries will be computed by adding entries in Columns c and d on each line. (Not required in Preliminary Tabulation.)

f. **DEFICIT:** Entries will be computed by subtracting - entry in Column a minus entry in Column e on each line. If the entry in Column e is greater than the entry in Column a, the entry in Column f must be preceded by a minus sign (-). (Not required in Preliminary Tabulation.)

Entries in Columns a and d will be obtained by using all questionnaires with entry 1 in Box FL or with entry 2 in Box FL and entry 1 or 2 in Box LP and by using the Summaries of Available Vacant Rental Housing. Sort the questionnaires by the entry in Box PC as follows:

Code 1 - Separate these questionnaires into two groups: (1) Entry 5, 6 or 7 in Box HC and (2) Entry 1, 2, 3 or 4 in Box HC or entry 2 in Box FL. Then sort Group (1) into three subgroups by the entry in Box BR as follows to obtain entries to be made ON THE LEFT SIDE OF Column a:

Code 1 or 2 - Enter total number on Line 67.
Code 3 - Enter total number on Line 68.
Code 4 - Enter total number on Line 69.
Enter sum of Lines 67 - 69 on Line 66.
(These "left-side" entries are not subject to adjustment in preparing the Final Tabulation.)

Then similarly sort Group (2) by the entry in Box BR for entries on the right side of Column a on Lines 67 - 69 and 66. (These "right-side" entries are subject to adjustment in preparing the Final Tabulation.)

Next, from each of these "bedroom requirement" subgroups (three) used for "right side" entries in Column a, sort out those questionnaires with entry 1 in Box HS (do not use any with entry 2 - 8 in Box HS or with entry 2 in Box FL), count these questionnaires and enter the number ON THE RIGHT SIDE of Column d on the appropriate line, when entries have been made on Lines 67 - 69, enter their sum on Line 66. (Again, these "right side" entries are subject to adjustment in preparing the Final Tabulation.) Note that in determining these entries for Column d, questionnaires with entry 2 in Box FL or with entry 2 - 8 in Box HS are not to be used; this is because the respondents are unsuitably housed and, except as vacant units are available, will be accounted for in the deficit.

Then, using the Summaries of Available Vacant Rental Housing prepared pursuant to the Instructions for Processing, Questionnaire on Family Housing, DD Form 1376 (see I above), determine the number of suitable vacant private and FHA-VA units for this personnel category and enter the numbers ON THE LEFT SIDE of Column d on Lines 66 - 69. (Again, these "left-side" entries are not subject to adjustment in preparing the Final Tabulation.)

Proceed as for Code 1 to obtain further entries for Columns a and d, using:

Code 2 in Box PC for entries on Lines 70 - 73.
Code 3 in Box PC for entries on Lines 74 - 77.
Code 4 in Box PC for entries on Lines 82 - 85.
Code 5 in Box PC for entries on Lines 86 - 89.
Code 6 in Box PC for entries on Lines 98 - 101.
Code 7 in Box PC for entries on Lines 102 - 105.
Code 8 in Box PC for entries on Lines 110 - 113.

As indicated above, entries in Column c showing suitable housing assets under military control will be obtained from housing records to reflect, regardless of occupancy at the time of survey, all units by designated personnel category and by number of bedrooms.

After entries have been made in Columns a, c and d, it would be possible to complete entries in Columns b, e and f. Note that this is not required and that the "deficit" source in the Final Tabulation the entries in Columns b, e and f will probably be different due to adjustments to the "right-side" entries in Columns a and d.

INSTRUCTIONS FOR PREPARING THE FINAL TABULATION

As indicated above, entries on Line 64 are required only on the Final Tabulation - NOT on the Preliminary Tabulation. Since the Final Tabulation must provide information on ALL families making up the current gross housing requirements (Line 4), the Preliminary Tabulation must be adjusted (blown up) to account for the families of individuals who did not fill out questionnaires. The Adjustment Factor to be entered on Line 64 will be computed separately for Officers (Column a), for Eligible Enlisted (Column b), for key Civilians (Column c), and for Other Enlisted (Column d). The factor will be the ratio obtained when the number entitled to BAQ (gross requirements) minus the number of occupied military-controlled units is divided by the number of non military-controlled units occupied off-post (by both separated and unseparated families) as tabulated from the questionnaires on the Preliminary Tabulation. The formula for deriving this factor for each of columns a, b, c and d is:

Adjustment Factor = $\frac{\text{Line 4 minus Line 52}}{\text{Line 6 plus Line 16 plus Line 23}}$

If survey requirements have been met (that is, questionnaires have been obtained from 85 percent or more of the families in each category), no factor should be greater than 1.18.

Each Adjustment Factor will be applied in its appropriate column, but only to Preliminary Tabulation entries involving families not living in military-controlled housing - that is, to Lines 6, 10, 16 - 18 and 23 - 51. The adjustment factors will NOT be applied to Lines 11, 12 and 19 (because these are computed totals), or to Lines 13, 15, 20 - 22 and 52 - 57 on military controlled housing (because questionnaires are required from ALL families occupying such housing on the survey date and the entries have already been reconciled to the total units in inventory) or to Lines 58 - 63 because the original entries are already 100 percent. In the Qualitative Analysis section (Lines 66 - 113), the Adjustment Factors will be applied only to "right-side" entries in Column a, Effective Requirements - Number, and in Column d, Suitable Housing - Off Post, as follows: the factor for officers will be applied to Lines 66 - 77; the factor for eligible enlisted to Lines 82 - 89; the factor for key civilians to Lines 98 - 105 and the factor in Column c for other enlisted to Lines 110 - 113.

After the "right-side" entry has been adjusted, the corresponding "left-side" will be added and the sum entered in the proper space in the Final Tabulation. When entries on Lines 66 - 77, 82 - 89, 98 - 105 and 110 - 113 have been completed, totals on Lines 78 - 81, 90 - 97 and 106 - 109 will be obtained by adding preceding entries as prescribed above. Then Columns b, e and f will be computed as prescribed above. Finally, all "total" entries will be checked again to verify that each "key" check set forth under General Instructions above has been met.

FIGURE 5-5 (Back)
Tabulation of Family Housing Survey (Sample)

DETERMINATION OF HOUSING REQUIREMENTS AND PROJECT COMPOSITION								
QUALITATIVE ANALYSIS OF REQUIREMENTS	REQUIREMENTS			SUITABLE HOUSING			PROGRAM DEFICIT (c Minus l)	FISCAL YEAR 19____ PROJECT
	EFFECTIVE a	PERCENT b	PROGRAM LIMIT c	MILITARY CONTROL d	OFF POST e	TOTAL (d + e) f		
55. 0 - 10 THROUGH 0 - 6		%						
56. 1 AND 2 BEDROOMS		%						
57. 3 BEDROOMS		%						
58. 4 OR MORE BEDROOMS		%						
59. 0 - 5 AND 0 - 4		%						
60. 1 AND 2 BEDROOMS		%						
61. 3 BEDROOMS		%						
62. 4 OR MORE BEDROOMS		%						
63. 0 - 3 - 0 - 1 AND W-4 - W-1		%						
64. 1 AND 2 BEDROOMS		%						
65. 3 BEDROOMS		%						
66. 4 OR MORE BEDROOMS		%						
67. OFFICERS - TOTAL		%						
68. 1 AND 2 BEDROOMS		%						
69. 3 BEDROOMS		%						
70. 4 OR MORE BEDROOMS		%						
71. E - 9 - E - 7		%						
72. 1 AND 2 BEDROOMS		%						
73. 3 BEDROOMS		%						
74. 4 OR MORE BEDROOMS		%						
75. E - 6 - E - 4 (Eligible)		%						
76. 1 AND 2 BEDROOMS		%						
77. 3 BEDROOMS		%						
78. 4 OR MORE BEDROOMS		%						
79. ALL ELIGIBLE ENLISTED		%						
80. 1 AND 2 BEDROOMS		%						
81. 3 BEDROOMS		%						
82. 4 OR MORE BEDROOMS		%						
83. ALL ELIGIBLE MILITARY		%						
84. 1 AND 2 BEDROOMS		%						
85. 3 BEDROOMS		%						
86. 4 OR MORE BEDROOMS		%						
87. KEY CIVS. - 0 EQUIVALENT		%						
88. 1 AND 2 BEDROOMS		%						
89. 3 BEDROOMS		%						
90. 4 OR MORE BEDROOMS		%						
91. KEY CIVS. - E EQUIVALENT		%						
92. 1 AND 2 BEDROOMS		%						
93. 3 BEDROOMS		%						
94. 4 OR MORE BEDROOMS		%						
95. ALL ELIGIBLE CATEGORIES		100%						
96. 1 AND 2 BEDROOMS		%						
97. 3 BEDROOMS		%						
98. 4 OR MORE BEDROOMS		%						
99. E - 4 (Ineligible) - E - 1		100%						
100. 1 AND 2 BEDROOMS		%						
101. 3 BEDROOMS		%						
102. 4 OR MORE BEDROOMS		%						
103. REMARKS (If more space is needed, continue on back)								
104. AUTHENTICATION	NAME AND TITLE (Typed or Stamped)			SIGNATURE			DATE	
NAME AND LOCATION OF INSTALLATION								

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FIGURE 5-6 (Front)
Determination of Housing Requirements and Project Composition (Sample)

DETERMINATION OF HOUSING REQUIREMENTS AND PROJECT COMPOSITION							REPORT CONTROL SYMBOL	
DERIVATION OF LONG-RANGE HOUSING REQUIREMENTS	OFFICERS		ENLISTED MEN				CIVILIANS	TOTAL (a - g)
	OPERATIONAL a	STUDENTS b	OPERATIONAL		STUDENTS			
			ELIGIBLE c	OTHER d	ELIGIBLE e	OTHER f		
1 TOTAL PERSONNEL STRENGTH								
2 PERMANENT PARTY HOUSING STRENGTH								
3 HOUSING REQUIREMENTS FACTOR	%	%	%	%	%	%	%	%
4 GROSS HOUSING REQUIREMENTS								
DERIVATION OF LONG-RANGE HOUSING DEFICIT								
	OFFICERS a	ELIGIBLE ENLISTED b	KEY CIVILIANS c	SUB-TOTAL (a + c) NUMBER d PERCENT e		OTHER ENLISTED f	TOTAL g	
5 GROSS ELIGIBLE HOUSING REQUIREMENTS					100.0 %			
6 VOLUNTARILY SEPARATED FAMILIES								
7 EFFECTIVE HOUSING REQUIREMENTS (5 Minus 6)								
8 (Programming Limit - %)	()	()	()	()	(%)	()	()	
9 SUITABLE HOUSING ASSETS (Total: 10 + 16)								
10 MILITARY CONTROLLED ASSETS (Subtotal: 11 - 15)								
11 MILITARY OWNED - EXISTING								
12 MILITARY OWNED - UNDER CONTRACT								
13 MILITARY OWNED - APPROVED								
14 MILITARY LEASED - EXISTING AND APPROVED								
15 OTHER (Specify:)								
16 NOT MILITARY CONTROLLED (Subtotal: 17 - 21)								
17 CURRENTLY OCCUPIED - OWNED								
18 CURRENTLY OCCUPIED - RENTED								
19 CURRENTLY VACANT - PRIVATE FOR RENT								
20 CURRENTLY VACANT - FHA AND VA FOR RENT								
21 UNDER CONSTRUCTION OR FIRMLY PLANNED								
22 NET HOUSING DEFICIT (7 Minus 9)								
23 (Programming Deficit (8 Minus 9))	()	()	()	()	(%)	()	()	
PROPOSED HOUSING INCREMENTS AND PROGRAMMING LEVELS								
FISCAL YEAR 19	24 NEW CONSTRUCTION					%		
	25 OTHER (Specify:)					%		
	26 MILITARY PROGRAMMING LEVEL - NO (20 + 24 + 25)					%		
	27 MILITARY PROGRAMMING LEVEL - PERCENT (26 + 5)	%	%	%	%	%		
	28 TOTAL PROGRAMMING LEVEL - NO (6+9+24+25)					%		
FISCAL YEAR 19	29 TOTAL PROGRAMMING LEVEL - PERCENT (28 + 5)	%	%	%	%	%		
	30 NEW CONSTRUCTION					%		
	31 OTHER (Specify:)					%		
	32 MILITARY PROGRAMMING LEVEL - NO (26 + 30 + 31)					%		
	33 MILITARY PROGRAMMING LEVEL - PERCENT (32 + 5)	%	%	%	%	%		
FISCAL YEAR 19	34 TOTAL PROGRAMMING LEVEL NO (28+30+31)					%		
	35 TOTAL PROGRAMMING LEVEL - PERCENT (34 + 5)	%	%	%	%	%		
	36 NEW CONSTRUCTION					%		
	37 OTHER (Specify:)					%		
	38 MILITARY PROGRAMMING LEVEL - NO (32+36+37)					%		
FISCAL YEAR 19	39 MILITARY PROGRAMMING LEVEL - PERCENT (38 + 5)	%	%	%	%	%		
	40 TOTAL PROGRAMMING LEVEL - NO (34 + 36 + 37)					%		
	41 TOTAL PROGRAMMING LEVEL - PERCENT (40 + 5)	%	%	%	%	%		
	42 NEW CONSTRUCTION					%		
	43 OTHER (Specify:)					%		
FISCAL YEAR 19	44 MILITARY PROGRAMMING LEVEL - NO (38+42+43)					%		
	45 MILITARY PROGRAMMING LEVEL - PERCENT (44 + 5)	%	%	%	%	%		
	46 TOTAL PROGRAMMING LEVEL - NO (40 + 42 + 43)					%		
	47 TOTAL PROGRAMMING LEVEL - PERCENT (46 + 5)	%	%	%	%	%		
	48 NEW CONSTRUCTION					%		
FISCAL YEAR 19	49 OTHER (Specify:)					%		
	50 MILITARY PROGRAMMING LEVEL - NO (44 + 48 + 49)					%		
	51 MILITARY PROGRAMMING LEVEL - PERCENT (50 + 5)	%	%	%	%	%		
	52 TOTAL PROGRAMMING LEVEL - NO (46+48+49)					%		
	53 TOTAL PROGRAMMING LEVEL - PERCENT (52 + 5)	%	%	%	%	%		
54 NAME AND LOCATION OF INSTALLATION								

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PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

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FIGURE 5-6 (Inside Back)
Determination of Housing Requirements and Project Composition (Sample)

INSTRUCTIONS FOR PREPARING DETERMINATION OF HOUSING REQUIREMENTS AND PROJECT COMPOSITION- DD FORM 1378

This form will be prepared for each installation to show:
(1) the derivation of long-range gross housing requirements, (2) the derivation of the long-range housing deficit, (3) the year(s) in which acquisition of additional family housing is proposed, with programming levels to be produced by such acquisition, and (4) the determination of the first year's project composition by specified personnel groups and number of bed-rooms per unit.

Use whole numbers for all entries except those requiring percentage figures, which will be shown to the nearest tenth of one percent (for example, 90.0 or 27.4). Percentage entries in Column e, Lines 6-53, will be computed against the GROSS ELIGIBLE HOUSING REQUIREMENTS on Line 5, Column d; percentage entries in Columns a-d will be computed against the total gross eligible housing requirements entered in each column on Line 5.

Entries on the various lines will be as follows:

Line 1 & 2 - Enter long-range strengths (comparable to entries on Lines 2 and 3 of DD Form 1377) based on the Service's long-range planning documents. Personnel assigned to schools, special training courses, or classes AS THEIR PRIMARY DUTY will be classified as students; such personnel who are assigned for periods of 20 or more weeks will be considered as Permanent Party Housing Strength.

Line 3 - Enter factors based on dependency rate experience (over a period of at least three years) for the installation. If such experience factors are not available or are considered inappropriate for deriving long-range requirements, established installation category factors or Service-wide factors may be substituted. If substitute factors are used, full justification must be provided in Section 103, Remarks.

Line 4 - Compute entries by applying the factors on Line 3 against Permanent Party Housing Strength on Line 2.

Line 5 - Obtain entries from Line 4 by combining entries for "operational" and "students" in each category.

Line 6 - The number of voluntarily separated families will be estimated on the basis of the current rate of such separation. Using the FINAL Tabulation of Family Housing Survey, DD Form 1377, in Columns a, b, c and e separately, compute the ratio of the entry on Line 10 to the entry on Line 4 as percent. Then apply these percentage ratios to the entries in Columns a, b, c and f on Line 5 of DD Form 1378 to obtain the entries for Line 6.

Line 7 - Line 5 minus Line 6.

Line 8 - Compute entries in Columns a-d by applying the PROGRAMMING LIMIT FACTOR (as entered in stub) to the corresponding entries on Line 7. The programming limit for all installations in the United States, Puerto Rico and the Panama Canal Zone will be ninety (90) percent but in all other locations will be eighty (80) percent.

Line 9 - Sum of Lines 10 and 16.

Line 10 - Sum of Lines 11 through 15.

Lines 11-13 - Include all appropriated fund, Capehart, acquired Wherry, Surplus Commodity and other military-owned housing. Include as "Approved" all units which have been authorized and are in an approved execution program, but which are not under contract. If entries on Line 11 vary from the numbers of units reported in corresponding columns on Line 53, Tabulation of Family Housing Survey (DD Form 1377) due to reallocation, conversion, etc., explain in Section 103, Remarks.

Line 14 - Include all units leased and allocated for leasing by the Service.

Line 15 - Include privately-operated Wherry, Rental Guaranty and any other military housing assets (existing, under contract and approved) which are not shown on Lines 11-14. (Specify type(s)).

Line 16 - Sum of Lines 17 - 21. The entries in Columns d and f should exceed the DD Form 1377 entries in Column d on Lines 106 and 110, respectively, by the amounts on Line 21, "Under Construction and Firmly Planned."

Line 17 - Same as the sum of entries on Lines 35 and 41, Columns a-f, DD Form 1377.

Line 18 - Enter the number of suitable rental units reported as occupied in the family housing survey. These entries will include all units classified as suitable for the occupant (Line 47, Columns a - f, DD Form 1377).

Line 19 - Same as entries on Line 59, Columns a-f, DD Form 1377. Entry of zero will be acceptable only under very unusual circumstances and must be explained fully in Section 103, "Remarks."

Line 20 - Same as the entries on Line 60, Columns a - f, DD Form 1377. Entry of zero must be explained in Section 103, "Remarks."

Line 21 - Enter number of suitable rental units which are under construction or firmly planned. Entry of zero must be explained in Section 103, Remarks.

Line 22 - Line 7 minus Line 9.

Line 23 - Line 8 minus Line 9.

Lines 24-53 - This section on PROPOSED HOUSING INCREMENTS AND PROGRAMMING LEVELS should not be filled in until the QUALITATIVE ANALYSIS section, Lines 55-102, has been completed.

In the five left-hand boxes, enter the last two digits of the next five consecutive fiscal years, beginning with the year following that which designates the program currently under consideration by Congress.

Lines 24-25, 30-31, 36-37, 42-43, and 48-49 - For "New Construction," enter by year the proposed numbers of new units to be built with appropriated funds. For "Other" enter by year the proposed numbers of units to be provided by (1) improvement to substandard housing, (2) leasing of private housing, or (3) Rental Guaranty construction; specify type(s). In determining the distribution of units among officers, enlisted men and key civilians, consideration must be given to existing and program-mated assets so that the end product will be reasonably proportionate to the requirements in each category.

Lines 26, 28, 32, 34, 38, 40, 44, 46, 50 and 52 - Sum of entries on lines as indicated.

Lines 27, 29, 33, 35, 39, 41, 45, 47, 51 and 53 - Ratio of entry on preceding line to entry on Line 5 expressed as percent to the nearest tenth of one percent.

Line 54 - Self-explanatory.

Lines 55-102 - This section should be completed before filling in the section on PROPOSED HOUSING INCREMENTS AND PROGRAMMING LEVELS, Lines 24 - 53. Figures entered in the various columns of this section will provide data for the following:

a. REQUIREMENTS - EFFECTIVE: Distribution of NET HOUSING REQUIREMENTS as entered on Line 7, Columns a, b, c, d and f above, based on experience for the installation. If current and previous observations do not provide sufficient experience or are not considered appropriate, installation category or Service-wide factors may be substituted. Full explanation of substitution must be provided in Section 103, Remarks.

b. REQUIREMENTS - PERCENT: For Lines 55-94 and 96 - 98, entry in Column a divided by entry on Line 95 in Column a, expressed as percent to the nearest tenth of one percent.

c. REQUIREMENTS - PROGRAM LIMIT: Distribution of PROGRAMMING LIMIT as entered in parentheses on Line 8, Columns a, b, c, d and f, above. Actually, on each line, enter 90 percent or 80 percent, as appropriate, of entry in Column a.

d. SUITABLE HOUSING - MILITARY CONTROL: Distribution of MILITARY CONTROLLED ASSETS as entered on Line 10, Columns a - d, above.

e. SUITABLE HOUSING - OFF POST: Distribution of assets NOT MILITARY CONTROLLED as entered on Line 16, Columns a, b, c, d and f, above. Except for adjustments due to rental units under construction or firmly planned, these entries should be the same as Lines 66 - 113, Column d, DD Form 1377.

f. TOTAL: Entry in Column d plus entry in Column e.

g. PROGRAM DEFICIT: Entry in Column c minus entry in Column f. Where entry in Column f is greater than entry in Column c, enter the difference preceded by a minus sign (-).

h. FISCAL YEAR 19__ PROJECT: Enter numbers of units of each category and size recommended as composition of first project requested in Lines 24 - 53. Entry on any line will not exceed a positive entry on the same line in Column g. Entry must be zero (0) if entry in Column g is preceded by a minus (-) sign.

Lines 103 - 105 - Self-explanatory.

FIGURE 5-6 (Back)

Determination of Housing Requirements and Project Composition (Sample)

CUT ON THIS LINE, IF NECESSARY

NARRATIVE ON FAMILY HOUSING		REPORT CONTROL SYMBOL	
1. MISSION			
2. LOCATION			
3. COMMUNITY SUPPORT			
4. HOUSING ON POST			
5. JUSTIFICATION OF PROPOSED HOUSING			
6. AUTHENT- CATION	NAME AND TITLE (TYPED OR STAMPED)	SIGNATURE	DATE
7. NAME AND LOCATION OF INSTALLATION			

DD FORM 1379
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PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 5-7
Narative on Family Housing (Sample)

1. COMPONENT		FY 19 ____ MILITARY CONSTRUCTION PROGRAM							2. DATE		
3. INSTALLATION AND LOCATION					4. COMMAND					5. AREA CONTRUC- TION COST INDEX	
6. PERSONNEL STRENGTH		PERMANENT			STUDENTS			SUPPORTED			TOTAL
		OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	
a. AS OF											
b. END FY 19											
7. INVENTORY DATA (\$000)											
a. TOTAL ACREAGE											
b. INVENTORY TOTAL AS OF											
c. AUTHORIZATION NOT YET IN INVENTORY											
d. AUTHORIZATION REQUESTED IN THIS PROGRAM											
e. AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM											
f. PLANNED IN NEXT THREE PROGRAM YEARS											
g. REMAINING DEFICIENCY											
h. GRAND TOTAL											
8. PROJECTS REQUESTED IN THIS PROGRAM											
CATEGORY CODE		PROJECT TITLE			SCOPE		COST (\$000)		DESIGN STATUS START COMPLETE		
9. FUTURE PROJECTS											
a. INCLUDED IN FOLLOWING PROGRAM											
b. PLANNED IN NEXT THREE YEARS											
10. MISSION OR MAJOR FUNCTIONS											
11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES (\$000)											

DD Form 1390, DEC 76

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Figure 5-8
FY19__ Military Construction Program (Sample)

1. COMPONENT		FY 19 ____ MILITARY CONSTRUCTION PROJECT DATA			2. DATE	
3. INSTALLATION AND LOCATION				4. PROJECT TITLE		
5. PROGRAM ELEMENT		6. CATEGORY CODE	7. PROJECT NUMBER		8. PROJECT COST (\$000)	
9. COST ESTIMATES						
ITEM				U/M	QUANTITY	COST (\$000)
10. DESCRIPTION OF PROPOSED CONSTRUCTION						

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Figure 5-9
Military Construction Project Data (Sample)

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